

**City of Newton
Office for Volunteer Services**

ORGANIZATION APPLICATION

Please complete and return this form to the OVS office.

Please return this completed form and your organization's information to:
Beverly Droz, Director, OFFICE for VOLUNTEER SERVICES
Newton City Hall, Room 10A, 1000 Commonwealth Ave. Newton MA 02459
Phone 617-796-1290 Fax 617-796-1293 Email: bdroz@newtonma.gov

12/07

The City of Newton's **Office for Volunteer Services** is a clearinghouse to identify volunteer opportunities for residents at non-profits and community service agencies **located in Newton**. (A few agencies are in adjacent towns but have substantial volunteer opportunities within Newton, so we will consider this.) OVS is here to **enhance your organization's** volunteer recruitment, networking, and outreach capabilities. OVS sponsors the City's Volunteer Opportunities Listing (published bi-monthly), an annual Volunteer Job Fair in the fall, and the annual NewtonSERVES Day of Community Service each April. Local non-profits agencies benefit by networking with OVS to receive free publicity and outreach for their volunteer needs. Please be sure we have your updated information on our mailing list:

PLEASE PRINT:

NAME of Non-Profit or Community Service Agency

CONTACT Person (Director, Volunteer or Program Director, etc.)

TITLE

STREET

CITY

ZIP

PHONE (with area code)

FAX

EMAIL ADDRESS

WEBSITE

Space for **ADDITIONAL CONTACT INFORMATION** if needed (describe, example: home phone, or other contact person, etc.)

Please check if your organization requires volunteers to fill out: a Volunteer Application____, a CORI check ____.

Please include a list of Volunteer Needs that your organization has.

Does your organization have a pre-printed flyer of volunteer opportunities? If so, just include it.

Otherwise consider designing such a flyer. Need help? Contact me! Points to remember:

- Include if the program is for weekdays, evenings, weekends, monthly, how often?
- Include if programs have an extended time commitment involved, such as 6 months, a year or two.
- Include any one-time projects, the volunteer needs, when they happen, such as an annual event.
- Include any age limits for volunteers.

Have you had volunteers come to your organization via OVS?

- ☐ **Yes.** If so, describe: _____
- ☐ **No**
- ☐ **Not sure**

Are you using the FREE services OVS provides for your organization? (see next page)

- ☐ **Yes.** If so, describe: _____
- ☐ **No**
- ☐ **Not sure**

FREE Services from the City's Office for Volunteer Services

OVS publishes:

- **Volunteer Opportunities Listing** -- updated bi-monthly to advertise your organization's volunteer needs, this listing is published in hard copy available for residents, as well as posted on the City's website.

OVS sponsors:

- **Citywide Volunteer Job Fair** - each fall. Applications are sent to our known local agencies who register to have a table in order to display their organization's literature and volunteers needs to the general public. Held at the Newton Free Library's auditorium, the event is free for both the agencies and the residents. OVS publicizes the Fair ahead of time.
- **NewtonSERVES Day of Community Service** – each spring. Project applications are sent to our known local agencies who then apply to have a participating project in the day's event to which volunteers will come to work. recruited through NewtonSERVES, perform the planned work. OVS fundraises to support the event in order to give free T-shirts and snacks to the first 1000 volunteers, and OVS extensively publicizes the event.
- **Office for Volunteer Services Advisory Board** – representatives from many local non-profit agencies are members on this board. We have one annual meeting each December and network via the year, helping each other promote our events and programs.

Please return page 1 application to OVS today, thank you.